




Department of Energy  
Pittsburgh Naval Reactors Office  
P.O. Box 109  
West Mifflin, Pennsylvania 15122

June 22, 1984

MEMORANDUM FOR Those Listed Below

SUBJECT: Memorandum for the Record between the Pittsburgh Naval Reactors Office and the Idaho Operations Office for the Naval Reactors Facility

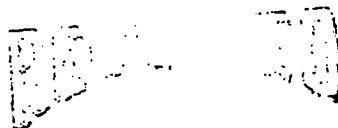
Enclosed is a copy of the revised Memorandum for the Record (MFR) dated June 1, 1984 entered into by the Pittsburgh Naval Reactors Office and the Idaho Operations Office documenting the agreements and relationships between the offices with respect to the Naval Reactors Facility (NRF). The enclosed MFR revises the MFR distributed on November 8, 1983 by providing coverage on command and control responsibility during a security emergency at NRF requiring the deployment of the Idaho National Engineering Laboratory Special Response Team. The previous MFR is superseded by the enclosure.

  
C. K. Gaddis  
Manager

Enclosure:  
As stated

Addressees:

W. P. Engel/D. L. Alf, NR  
T. L. Foster/G. C. Olson, NR  
J. J. Mangeno, NR  
C. H. Schmitt/J. C. Todd, NR  
B. M. Erickson, SNR  
T. M. Bradley, IBO  
T. D. May, IBO  
R. R. Campbell, Bettis  
D. R. Connors, Bettis  
A. C. Davis, Bettis  
W. A. Weinreich, NRF  
D. I. Curtis, PNR  
C. E. Doria, PNR  
R. J. March, PNR  
E. D. Shollenberger, PNR  
R. W. Wisniewski, PNR



JUN 24 1984

IDAHO BRANCH OFFICE  
DOE-PNR

MEMORANDUM FOR THE RECORD  
BETWEEN THE  
PITTSBURGH NAVAL REACTORS OFFICE  
AND THE  
IDAHO OPERATIONS OFFICE

June 1, 1984

PURPOSE

This Memorandum for the Record documents the relationships and agreements between the Pittsburgh Naval Reactors Office (PNR) and the Idaho Operations Office (ID) with respect to the Naval Reactors Facility (NRF) site, which is under PNR's jurisdiction and is located on the Idaho National Engineering Laboratory (INEL), which is under ID's jurisdiction. In general, these relationships and agreements are those currently in effect by prior oral agreement and practice and are not intended to change the established programmatic responsibilities of the respective offices.

PNR and the Naval Reactors Program are represented at NRF and at INEL by the PNR Idaho Branch Office (IBO). In most cases, PNR action under this memorandum will be taken or coordinated, as appropriate, by IBO. Financial and administrative matters should be addressed to the Manager, Finance and Administration, IBO; technical and operational matters should be addressed to the Manager, Operations, IBO.

SCOPE

The relationships and agreements contained in this document pertain to mutual assistance in emergencies, protection of security interests, site support services, public affairs, and related areas as they involve NRF and its relationship with PNR and ID.

PNR and ID recognize that close coordination and good faith are necessary to effectively carry out the activities covered by this document. PNR and ID further recognize that each organization's programmatic responsibilities will not be altered upon signing of this document. PNR and ID also recognize that information should be made known to the other concerning any changes in NRF or INEL facilities, operations, or procedures which would significantly affect safeguards, security, safety, health, and environmental protection conditions beyond the boundary of the facilities for which they are respectively responsible, and PNR and ID agree to exchange information concerning any such changes in a timely manner.

#### MUTUAL ASSISTANCE IN EMERGENCIES

PNR and ID agree that mutual assistance in emergencies shall be provided by and between them and their respective prime contractors to the fullest extent practical without adversely affecting the accomplishment of their respective programmatic responsibilities. Such assistance will be provided in the areas of security, emergency preparedness, firefighting, and such other areas as PNR and ID shall agree. In providing such mutual assistance to each other, PNR and ID each retain primary jurisdiction for directing the response to an emergency involving the site under its jurisdiction. However, if a security emergency at the NRF site occurs which requires the unique capabilities of the INEL Special Response Team (SRT), then upon arrival and in coordination with NRF, the SRT leader will exercise command and control of the response of the team to the immediate security emergency. The SRT leader and his

normal chain-of-command will be responsible to resolve the security emergency. Site security actions being carried out by the NRF security personnel shall be accomplished so as to provide full support to the SRT during the emergency.

PNR and ID recognize that emergency preparedness, as well as coordination and the exchange of relevant information, is of significant value to the handling of emergencies that may arise at either NRF or INEL. PNR and ID agree to cooperate in the development and implementation of emergency plans as such plans relate to interaction between the two parties. PNR and ID concurrence will be obtained for those aspects of emergency plans of either party affecting areas under the cognizance of the other. Copies of emergency plans for INEL and NRF will be provided to PNR and ID respectively for information, and both PNR and ID will inform the other of those matters that would affect their respective immediate and effective response and assistance to an emergency situation. Personnel from ID and PNR and their respective prime contractors will jointly engage in those aspects of emergency preparedness that will better prepare them to handle emergencies at either NRF or INEL which require mutual assistance between PNR and ID.

ID will provide appropriate facilities at the ID Headquarters Building in Idaho Falls for PNR use as a backup Emergency Control Center. ID will also provide for PNR use of such other ID emergency facilities as may become necessary in case emergency facilities at NRF cannot be used due to emergencies affecting NRF.

Events occurring at NRF and involving emergency INEL support (such as fires, injuries, security incidents, and potential release of radioactivity beyond NRF boundaries) will be promptly reported by PNR or PNR's prime contractor to the ID Warning Communications Center or as otherwise requested by ID. Events not requiring INEL support nor affecting areas beyond the NRF boundary will not routinely be reported to ID but will be controlled in accordance with existing Naval Reactors Program requirements.

Similarly, events at INEL with a potential impact on NRF operations (such as potential releases of radioactivity, potential closing of access roads, potential security problems, and potential inability to provide support services) will be promptly reported to PNR in accordance with an appropriate call list to be provided to ID by PNR.

#### PROTECTION OF SECURITY INTERESTS

Physical protection of security interests at NRF will be provided by PNR. Protective force personnel engaged in providing such physical protection will be under the direction, control, and supervision of PNR or its prime contractor. In the event of an emergency involving security interests at NRF, ID agrees to provide backup protective force personnel or other assistance if needed in accordance with the provisions of the INEL Safeguards and Security Master Plan. In the event of an emergency involving security interests at INEL beyond the capability of the INEL protective force personnel, PNR agrees that, if needed, the off duty NRF protective force personnel could be recalled by NRF and any other appropriate assistance provided to aid in handling the emergency. In order to facilitate the effective utilization of protective force personnel that will be

provided by ID in such an emergency, ID agrees to have INEL protective force personnel gain familiarity with security interests at NRF through participation in security drills periodically conducted at NRF.

PNR and ID recognize the need for coordination and cooperation in those areas of security interest where NRF interfaces with other INEL activities and in furtherance of this recognition, PNR and ID agree to exchange and discuss information relevant to their mutual security interests and the improvement of the interface between NRF and INEL protective force personnel.

#### SITE SUPPORT SERVICES

ID will, upon request from PNR, provide either directly or through its prime or lower-tier contractors, support services to NRF including, but not necessarily limited to, the following services:

- Bus Transportation
- Motor Vehicle and Equipment Use
- Storeroom Supplies and Material Purchases
- Electrical Power and Fuel Oil
- Electrical Distribution System Management
- Fire Department Services and Firefighting Training
- Telephone and Other Communications Services
- Contaminated Laundry Services
- Long-Haul Freight Shipments

- Radioactive and Nonradioactive Material Shipments
- Roads and Grounds Maintenance (outside NRF boundaries)
- INEL Security Services and Backup Security Support for NRF
- Medical Support Services
- Trash Removal
- Excess Property Administration and Scrap Disposal
- Railroad Operations
- Warehouse Storage for Nonradioactive Materials
- Computer Services
- Printing, Reproduction, and Photographic Services
- Office Equipment Pool Utilization and Maintenance
- Radioactive Waste Disposal
- Specialized Machine Shop Services
- Chemical Analysis and Testing

The services identified above will be provided, either in accordance with the terms of any established agreement between PNR and ID or their respective prime contractors, or pursuant to such reasonable request as PNR may make when a service or services listed above are needed for NRF. Payment or reimbursement to ID for furnishing any of the above-listed services shall be in accordance with the rates established by PNR-ID agreement.

### STATE AND FEDERAL CONTACTS

Incoming correspondence or contacts from the State or other Federal agencies relative to INEL or sites within INEL to include NRF are normally received by ID. When NRF action is required, ID will address the request to IBO (the Manager, Operations or the Manager, Finance and Administration, as appropriate) with copies to the Manager, PNR. Should NRF or PNR be contacted directly by the State or another Federal agency where a response is required, the response will be made through ID as outlined above. (This does not include correspondence or contacts with PNR or NRF by other Federal agencies on matters related exclusively to the Naval Reactors Program; such items will be handled directly by PNR.)

### PUBLIC AFFAIRS

PNR and ID agree that the ID Assistant to the Manager for Public Affairs will serve as public affairs spokesman for NRF when inquiries are received from local or regional news media sources regarding NRF matters. When such inquiries are received by ID, ID will immediately notify the Manager, Finance and Administration, IBO, who will provide ID with an approved response to the inquiry. Any inquiries from local or regional news media sources received directly by NRF will be referred to the ID Assistant to the Manager for Public Affairs and handled as above.


In cases of inquiries from national news media sources, ID will review and coordinate the response to the inquiry with the appropriate DOE Headquarters public affairs representative for Naval Reactors. It will be determined on a case basis which DOE

agency, ID or the appropriate Headquarters office, will respond to a given inquiry from the public. ID will notify IBO of all inquiries on NRF. PNR and ID agree to coordinate any response to inquiries from the public involving both NRF and INEL.

#### GUIDES, CRITERIA, AND INSTRUCTIONS

Any new ID guides, criteria, or instructions or changes to existing ID guides, criteria, or instructions affecting operations at NRF (by establishing requirements for non-ID Government agencies or non-ID contractors) will be furnished to PNR for comment and concurrence with those sections affecting NRF. Those ID guides, criteria, or instructions currently applicable to NRF have been previously furnished to PNR and PNR concurs with these existing requirements.

APPROVED



C. K. Gaddis  
Manager

Pittsburgh Naval Reactors Office

APPROVED



Troy E. Wade II  
Manager

Idaho Operations Office



Department of Energy  
Pittsburgh Naval Reactors Office  
Idaho Branch Office  
P.O. Box 2469  
Idaho Falls, Idaho 83401

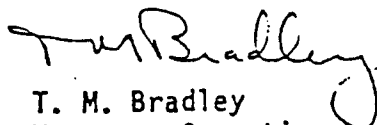
NR:IBO-85/123

April 23, 1985

MEMORANDUM FOR Those Listed Below

SUBJECT: Addendum I to Memorandum for the Record Between the Pittsburgh Naval Reactors Office and the Idaho Operations Office for the Naval Reactors Facility for Coordination of Environmental Matters

Enclosed is a copy of Addendum I to the Memorandum for the Record (MFR) between the Pittsburgh Naval Reactors Office and the Idaho Operations Office documenting the agreements and relationships between the offices with respect to the Naval Reactors Facility (NRF). The enclosed addendum to the MFR dated June 1, 1984, provides guidance on coordination of environmental matters, including liaison with the Environmental Protection Agency. This addendum is consistent with existing practice and is in addition to the agreements contained in the MFR of June 1, 1984.

  
T. M. Bradley  
Manager, Operations

Enclosure: As stated

Addressees:

W. P. Engel, NR  
T. L. Foster, NR  
J. J. Mangeno, NR  
C. H. Schmitt, NR  
C. F. Martin, NR  
R. H. Steele, NR  
C. K. Gaddis, PNR  
D. I. Curtis, PNR  
E. D. Shollenberger, PNR  
R. W. Wisniewski, PNR  
B. M. Erickson, SNR  
A. C. Davis, Bettis  
D. R. Connors, Bettis  
J. A. Redfield, Bettis  
W. A. Weinreich, NRF  
T. E. Wade II, DOE-ID  
R. J. Beers, DOE-ID

COORDINATION OF ENVIRONMENTAL LIAISON

PNR is responsible for all environmental matters pertaining to NRF; ID is responsible for all environmental matters pertaining to INEL outside NRF. To ensure proper coordination of liaison with the Environmental Protection Agency (EPA), Environmental Protection Agency contractors, and the State of Idaho on environmental matters, ID will serve as the administrative contact for routine environmental matters for all INEL, including NRF. In this regard:

ID will

- . Coordinate reviews and visits at INEL by EPA, EPA contractors or Idaho State agencies acting under the auspices of EPA.
- . Notify PNR promptly upon receipt of requests for any EPA, EPA contractor or Idaho State reviews of, or visits to, NRF.
- . Receive hazardous waste from NRF when so requested in accordance with the INEL hazardous waste license and applicable ID orders.
- . Provide PNR with copies of correspondence pertaining to environmental matters involving or affecting NRF.
- . Provide to EPA required INEL environmental reports including NRF data.

PNR will

- . Continue to be responsible for all environmental issues at NRF.
- . Implement and enforce environmental regulations for NRF.
- . Arrange for EPA reviews of NRF when requested by ID.

- . Provide for transfer of hazardous wastes to INEL in accordance with the INEL waste license and applicable ID orders.
- . Provide required data reports for inclusion in overall INEL reports.
- . Notify ID prior to conducting any new activity which will disturb the ground surface outside the NRF perimeter fence to ensure that archaeological and environmental considerations are adequately addressed.

APPROVED

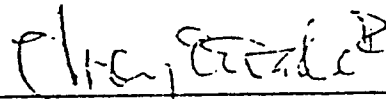


C. K. Gaddis

Manager

Pittsburgh Naval Reactors Office

APPROVED



Troy E. Wade II

Manager

Idaho Operations Office



## Department of Energy

Pittsburgh Naval Reactors Office  
Idaho Branch Office  
P.O. Box 2469  
Idaho Falls, Idaho 83403-2469

MAY 5 1990

NR: IBO-90/201  
GM07-84ID11017

May 29, 1990

A. A. Pitrolo, Manager  
Idaho Operations Office, USDOE

SUBJECT: Coordination of Environmental Liaison for Matters Affecting Naval Reactors Facility; Clarification of

Reference: (a) Memorandum For the Record Between the Pittsburgh Naval Reactors Office and the Idaho Operations Office dated June 1, 1984  
(b) Addendum 1 to Reference (a) dated April 23, 1985, "Coordination of Environmental Liaison"  
(c) Oversight and Monitoring Agreement Between the United States Department of Energy and the State of Idaho  
(d) Memorandum from NE-60 (C. H. Schmitt) to EM-1 (L. P. Duffy) dated April 3, 1990

Background: Reference (a) documents the relationships and agreements between Pittsburgh Naval Reactors Office (PNR) and DOE-Idaho Operations Office (DOE-ID) with regard to the Naval Reactors Facility (NRF), which is under PNR cognizance and which is collocated at the INEL with various activities under DOE-ID's cognizance. PNR is represented at NRF by the Naval Reactors Idaho Branch Office (IBO). Reference (b) supplements reference (a) by clarifying that DOE-ID will serve as the administrative contact for routine environmental matters for all of INEL, including NRF. The purpose of this arrangement was to permit proper coordination of liaison with USEPA-10 and the State of Idaho on matters generally affecting environmental reporting at the INEL, while retaining PNR's authority for handling all matters specifically pertaining to NRF.

NRF provides extensive facility-specific environmental data to the State and to USEPA in accordance with various statutes and the existing Consent Order and Compliance Agreement (COCA). Some of these data are provided directly to the regulators to minimize potential delays and confusion. The reference (c) agreement notes that the Manager, IBO should be contacted by the State for all matters pertaining to NRF. Reference (d) notes that the Manager, IBO will arrange with DOE-ID to make any appropriate changes to the reference (a) and (b) protocol to reflect the provisions of reference (c).

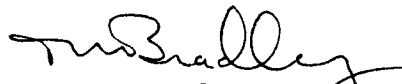
Discussion: IBO considers the existing arrangement, in which DOE-ID forwards NRF information which is contained within generic INEL submittals, to be appropriate. For those submittals which pertain solely to NRF, including responses to questions asked by regulating agencies, IBO will respond directly to the regulating authority and will provide a copy of the information provided to the regulator to DOE-ID for information and coordination with other INEL work. In addition, IBO considers that DOE-ID should continue to act as the public affairs contact for IBO in accordance with reference (a) to ensure NRF environmental information is provided to the public within the broader context of INEL matters.

The following types of information are examples of areas in which NRF expects to directly interface with the State or USEPA-10:

1. Responses to questions asked by regulators.
2. Provision of documents applicable solely to NRF and required by the Consent Order and Compliance Agreement (COCA), the proposed Interagency Agreement, or other regulatory requirements (e.g., this would include enclosure plans required under the COCA but would not include Superfund Amendments and Reauthorization Act, Title III hazardous materials public information, which is more appropriately provided as an INEL package).
3. Applications for permits required by appropriate Federal or State environmental laws, such as the Clean Air Act and the Safe Drinking Water Act, which apply solely to NRF and for which it would be inappropriate to combine with other INEL permit applications.

To a large degree, this division of responsibilities represents current practice. In each case, IBO will provide copies of any such correspondence to DOE-ID. In addition, IBO will continue to work closely with DOE-ID to ensure that IBO and DOE-ID actions are coordinated.

Request for Action: IBO considers the above action to be a clarification of existing policy. However, it appears desirable to document this clarification by an addendum to avoid potential confusion and delays among the various people working on environmental issues at the INEL. Accordingly, please find a proposed Addendum 2 to reference (a) for your agreement or comments. Please call me at ext. 6-5317 if you have any questions in this regard.

  
T. M. Bradley, Manager  
Idaho Branch Office

Enclosure: As stated

cc: ADM B. DeMars, NR  
C. H. Schmitt, NR  
C. K. Gaddis, PNR  
P. E. Salm, SNR

ADDENDUM 2 TO  
MEMORANDUM FOR THE RECORD  
BETWEEN  
THE PITTSBURGH NAVAL REACTORS OFFICE  
AND  
THE IDAHO OPERATIONS OFFICE


The subject Memorandum for the Record documents the relationship between the Pittsburgh Naval Reactors Office (PNR), which is responsible for the Naval Reactors Facility (NRF), and the Idaho Operations Office (ID), which is responsible for various other facilities collocated at the Idaho National Engineering Laboratory (INEL). PNR is represented at the INEL by the Idaho Branch Office. Addendum 1 to this Memorandum for the Record documents that for routine NRF environmental matters, PNR will interface with the U.S. Environmental Protection Agency (EPA) and the State of Idaho through ID for our mutual administrative convenience.

For special environmental matters solely involving NRF, it is efficient and expedient for PNR to interface directly with EPA or the State and to advise ID concurrently of actions taken. Examples of such situations include:


1. Responses to questions asked by regulators.
2. Provision of documents applicable solely to NRF and required by the Consent Order and Compliance Agreement (COCA), the proposed Interagency Agreement, or other regulatory requirements (e.g., this would include closure plans required under the COCA but would not include Superfund Amendments and Reauthorization Act, Title III hazardous materials public information, which is more appropriately provided as an INEL package).
3. Applications for permits required by appropriate Federal or State environmental laws, such as the Clean Air Act and the Safe Drinking Water Act, which apply solely to NRF and for which it would be inappropriate to combine with other INEL permit applications.

PNR and ID agree to continue to promptly advise each other of any environmental action which may have any INEL-wide impact and agree to continue to provide each other copies of all pertinent correspondence. PNR and ID agree that ID will continue to provide public affairs liaison for NRF environmental matters consistent with the basic Memorandum for the Record.

Approved

 5-21-90  
C. K. Gaddis, Manager  
Pittsburgh Naval Reactors Office

Approved

 6/30/90  
A. A. Pitrolo, Manager  
Idaho Operations Office

**MANAGEMENT AGREEMENT FOR  
OPERATING AND MAINTAINING THE ADVANCED TEST REACTOR (ATR)  
BETWEEN  
THE OFFICE OF NUCLEAR ENERGY, SCIENCE AND TECHNOLOGY (NE)  
AND THE OFFICE OF NAVAL REACTORS (NR)**

The Parties, Nuclear Energy and Naval Reactors, with the concurrence and support of the Deputy Secretary of Energy, agree to the following:

**General.** Ownership responsibility for the Advanced Test Reactor (ATR) resides with NE. As such, the ATR is to be considered a civilian facility with a national security and civilian customer base.

**Federal Staff.** Currently ten Federal full-time equivalent (FTE) positions at the Idaho Operations Office (ID) support the ATR; these staff shall remain in NE. Starting in fiscal year (FY) 2002, NR will transfer the budget target associated with this staff to NE. For FY 2001, NR will transfer the funding to support these ten FTE's to NE Headquarters at the beginning of the fiscal year.


**Budget.** NR is the primary customer of the ATR and the interests of this customer will remain paramount in considerations related to ATR. As the primary customer, NR will continue to budget for ATR funding. NE and NR will jointly determine the amount of funding required for ATR operations and support for NR's planned testing by the beginning of each fiscal year and NR will transfer this agreed amount to NE at the beginning of each fiscal year. All work authorization and program guidance that apply NR funding will receive NR concurrence. NE and NR recognize that these funds may only be used to support ATR operations and NR's planned testing, and cannot be used for any unrelated activities or for general reductions levied against the NE budget. NE will continue to budget for and fund safety, environmental remediation, construction, general plant projects and all other landlord activities conducted at the Test Reactor Area (TRA).


**Reviews of Performance.** NE will strive for efficient and cost-effective operation and maintenance of the ATR. NR and NE will conduct periodic financial and technical reviews of ATR's performance, and NE and DOE-ID will provide NR with periodic reports on financial and technical status. To provide NR with a clear line of communication to DOE-ID, NE will appoint a central DOE-ID point of contact to facilitate NR's work with the ATR staff and assure that all of NR's information needs are fulfilled. In a manner mutually agreeable to both organizations, NE will provide NR a full accounting of how NR-appropriated funds are applied to ATR operations and maintenance.

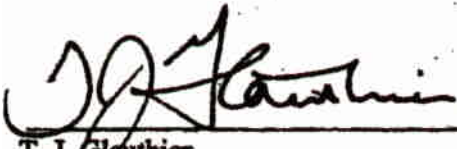
**Security and Non-NR Missions.** Existing security firewalls will be maintained at ATR to protect sensitive NR information consistent with DOE and NNSA security requirements, thus allowing for other research in the reactor. NR encourages and supports NE's efforts to attract other business to ATR that is compatible with the reactor's primary missions. All revenues from other business will be applied to ATR.

A Memorandum of Agreement among NE, NR, and ID will be negotiated to provide the additional details, as needed, of our cooperative activities associated with the ATR.

APPROVED:

 Date 6/22/00  
F. L. Bowman  
Deputy Administrator for Naval Reactors  
National Nuclear Security Administration

 Date 6/26/2000  
W. D. Magwood, IV  
Director, Office of Nuclear Energy,  
Science and Technology

 Date 6-30-2000  
T. J. Glauthier  
Deputy Secretary of Energy and Chief Operating Officer



## Department of Energy

Pittsburgh Naval Reactors Office  
Idaho Branch Office  
P.O. Box 2469  
Idaho Falls, Idaho 83403-2469

NR:IBO-00/125

August 28, 2000

MEMORANDUM FOR Jim Powers  
Office of Management and Operations Support (MA-4)  
USDOE

SUBJECT: MEMORANDUM FOR THE RECORD BETWEEN NAVAL REACTORS  
AND THE IDAHO OPERATIONS OFFICE CONCERNING  
COORDINATION OF ACTIVITIES AT THE IDAHO NATIONAL  
ENGINEERING AND ENVIRONMENTAL LABORATORY;  
FORWARDING OF

Background: DOE-ID and Naval Reactors are each independently responsible for specific activities conducted at the Idaho National Engineering and Environmental Laboratory (INEEL). This longstanding relationship was most recently recognized in the June 2, 2000, memorandum from T. J. Glauthier concerning Roles and Responsibilities Guiding Principles for DOE. This memorandum requested that memoranda of understanding be developed for such sites, and that copies be provided to the appropriate Under Secretary and to the Office of Management and Operations Support.

Discussion: DOE-ID and Naval Reactors have long recognized that voluntary cooperation in certain areas will result in overall efficiency of our mutual operations in Idaho. As such, DOE-ID and Naval Reactors have had a Memorandum for the Record in place for several decades. This agreement provides or references details of how we work cooperatively on specific matters including security, environmental regulation, and emergency planning. In addition, the agreement outlines certain areas in which Naval Reactors may choose to procure general site support functions from DOE-ID rather than providing such functions separately, such as fire protection, electrical power, and medical services. The agreement has been amended from time to time to better address various specific topics. The agreement reflects policies and practices in place throughout the history of the INEEL, and reflects our mutual responsibilities under the Atomic Energy Act, the Department of Energy Organization Act, Executive Order 12344, various DOE Orders, and various Defense Authorization Acts, as well as the National Nuclear Security Act.

DOE-ID and Naval Reactors have reviewed the existing Memorandum for the Record and conclude it adequately reflects current practices and responsibilities, and meets the intent of T. J. Glauthier's June 2, 2000, memorandum for a MOU for INEEL. DOE-ID and Naval Reactors will continue to update this agreement as circumstances dictate.

Action: The Memorandum of Understanding ("Memorandum for the Record") between the Idaho Operations Office and Naval Reactors concerning roles and responsibilities at INEEL as requested by T. J. Glauthier's June 2 memorandum is attached for your information and use.

Beverly A. Cook  
Idaho Operations Office

Theron M. Bradley, Manager  
Naval Reactors Idaho Branch Office

cc: C. L. Huntoon, EM-1  
ADM F. L. Bowman, NR-1  
B. A. Cook, DOE-ID

# NAVAL REACTORS

## A JOINT NAVY DOE PROGRAM

September 7, 2000

MEMORANDUM FOR UNDER SECRETARY FOR  
ENERGY, SCIENCE AND ENVIRONMENT

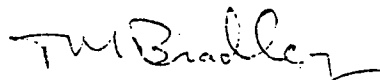
ADMINISTRATOR FOR  
NATIONAL NUCLEAR SECURITY

SUBJECT: MEMORANDUM OF AGREEMENT BETWEEN THE IDAHO  
OPERATIONS OFFICE AND THE NAVAL REACTORS IDAHO  
BRANCH OFFICE; FORWARDING OF

T. J. Glauthier's memorandum to you of June 2, 2000, provided Roles and Responsibilities Guiding Principles for the Department that had been updated to reflect implementation of the National Nuclear Security Administration. Mr. Glauthier requested that, where appropriate, Memoranda of Understanding among headquarters and field elements be developed or modified to accommodate establishment of the NNSA. He requested that copies of these Memoranda of Understanding be provided to you.

In Idaho, DOE-EM, -NE, and similar activities conducted under the cognizance of DOE's Idaho Operations Office are co-located with DOE-NR activities conducted under the cognizance of the Naval Reactors Idaho Branch Office. This is one of the relationships identified in Mr. Glauthier's memorandum as requiring a Memorandum of Understanding.

Such an agreement has existed for many years based on the longstanding independent but cooperative relationship between DOE-ID and NR/IBO. DOE-ID and NR/IBO have reviewed the existing agreement and conclude it meets the intent of Mr. Glauthier's request. As he requested, a copy of this agreement is provided for your information and use.



T. M. Bradley, Manager  
Naval Reactors Idaho Branch Office

Attachment:  
As stated

cc: B. A. Cook, DOE-ID



## Department of Energy

Pittsburgh Naval Reactors Office  
Idaho Branch Office  
P.O. Box 2460  
Idaho Falls, Idaho 83403-2460

NR:IBO-01/083

June 19, 2001

MEMORANDUM FOR Distribution

SUBJECT: ADDENDUM 3 TO THE MEMORANDUM FOR THE RECORD  
BETWEEN THE IDAHO OPERATIONS OFFICE AND THE  
PITTSBURGH NAVAL REACTORS OFFICE, CONCERNING  
COORDINATION OF RESPONSES TO REQUESTS UNDER THE  
FREEDOM OF INFORMATION ACT; FORWARDING OF

Enclosed is a copy of Addendum 3 to the subject Memorandum for the Record, which documents the relationships and interactions between DOE-ID and DOE-NR on matters of mutual interest at INEEL and NRF. The subject Addendum clarifies these interactions and provides a protocol for responding to requests made under the Freedom of Information Act, based on existing practices and regulations. ID and NR expect that the coordinated responses encouraged in this addendum will result in more complete and useful replies being provided to requestors than would separate responses.

T. M. Bradley, Manager  
Naval Reactors Idaho Branch Office

Enclosure:  
As stated

Distribution:

T. H. Beckett, NR-08B  
D. I. Curtis, NR-08G  
A. C. Smith, NR-08F  
S. J. Trautman, NR-08V  
J. J. Hannigan, NR-08R  
H. A. Cardinal, PNR  
P. E. Salm, SNR  
A. L. Gunn, IBO  
W. C. Rogers, Bettis  
J. W. Solomon, NRF  
B. A. Cook, DOE-ID  
W. E. Bergholz, DOE-ID

OPTIONAL FORM 36 (7-99)

FAX TRANSMITTAL		# of pages = 4
To: Ray Furstenau	From: Don Dahl	
Dept./Agency	Phone #	
Fax # 6-5678	Fax #	

NON 7540-01-317-7208

5000-101

GENERAL SERVICES ADMINISTRATION

United States Government

Department of Energy

## memorandum

Idaho Operations Office



Date: May 31, 2001

Subject: Freedom of Information Act Memorandum for the Record (OM-CO-01-088)

To: Deputy Manager

Attached is an agreed protocol between DOE-ID and Naval Reactor Facility on FOIA related issues. It has already been signed by Naval Reactors and recommend you sign on behalf of DOE-ID.



Ronald A. King  
Director of Communications

June 12, 2001

**ADDENDUM 3 to the  
MEMORANDUM FOR THE RECORD  
between  
THE IDAHO OPERATIONS OFFICE  
and  
THE PITTSBURGH NAVAL REACTORS OFFICE**

The subject Memorandum for the Record documents the relationship between the Pittsburgh Naval Reactors Office (PNR), which is responsible for the Naval Reactors Facility (NRF), and the Idaho Operations Office (ID), which is responsible for various other facilities at the Idaho National Engineering and Environmental Laboratory (INEEL). PNR, as part of the Naval Nuclear Propulsion Program, is represented at the INEEL by the Naval Reactors Idaho Branch Office (IBO). Addenda 1 and 2 to the subject Memorandum provide amplifying information for coordination of environmental affairs. In addition, this relationship is documented in the "Roles and Responsibilities Guiding Principles" from T. J. Glauthier, Deputy Secretary, dated June 2, 2000.

### **PURPOSE**

Requests made pursuant to the Freedom of Information Act (FOIA) concerning INEEL or NRF matters may involve documents in the custody of, or within the concern of, both ID and PNR. The purpose of this addendum is to provide a detailed protocol for coordinating responses to such FOIA requests, consistent with the requirements of 10 CFR 1004.5 and DOE Order 1700.1 *et seq.* Consistent with the purposes of FOIA, this protocol is intended to provide for a coordinated ID and PNR response whenever practical, which is expected to provide a more comprehensive reply to the requester than individual responses.

### **POINTS OF CONTACT**

ID and PNR appoint FOIA Officers as required by 10 CFR 1004 and DOE Order 1700.1. The ID and PNR FOIA Officers act as the primary points of contact concerning FOIA matters. To facilitate evaluation of documents held by NRF, IBO also assigns a FOIA point of contact as a collateral duty within the IBO organization. ID, PNR, and IBO will identify specific individuals assigned to these positions on a case basis.

### **COORDINATION**

Where responsive documents to a FOIA request are held by both PNR and ID, a coordinated response will be provided per the procedure prescribed below, except in cases where such coordination would clearly result in a significant delay in providing the overall response.

### **PROCEDURE**

When the ID or PNR FOIA Officer receives a request involving documents reasonably expected to be in the care and custody of both ID and PNR, the receiving officer will promptly notify the assigned points of contact who will mutually determine a primary responder to the request, based on the potential number of responsive documents held by each office.

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The PNR and ID FOIA Officers, in consultation with the Authorizing Officials, will mutually evaluate whether a fee waiver, if requested, is appropriate. In the event the FOIA Officers do not agree on whether a fee waiver is appropriate, the decision as to whether a fee waiver should be granted will be made by the primary Authorizing Official.

Within 7 working days, the points of contact will provide to the primary FOIA Officer:

- (1) A determination as to whether responsive documents exist;
- (2) If there are responsive documents, the approximate cost of producing those documents;
- (3) A time frame in which the responsive documents can be provided to the primary FOIA Officer (if practical within fifteen days, but, except in unusual circumstances, not more than 4 weeks), including any indexing of such documents and of any redacted or denied material required by regulation or law.

Based on these evaluations, the PNR and ID FOIA Officers will mutually agree on a date by which all documents are to be provided to the primary FOIA Officer for inclusion in the primary Authorizing Official's response to the requester.

Should a decision be made that certain documents cannot be provided, the cognizant FOIA Officer will provide the primary FOIA Officer with an appropriate description of the material being withheld, the basis for withholding this material, and the name of the cognizant Authorizing Official for inclusion in the primary Authorizing Official's response to the requester. In the event a requester appeals the withholding of material, the cognizant Authorizing Official for that material will be responsible for responding to any such appeals.

The primary Authorizing Official will transmit all the produced documents to the requester along with a letter setting forth any decisions of both the PNR and ID Authorizing Officials to withhold material.

Approved:



WARREN E. BERGHOLZ  
Deputy Manager, Idaho Operations Office  
U. S. Department of Energy



THERON M. BRADLEY, Jr.  
Manager, Naval Reactors Idaho Branch Office  
U.S. Department of Energy